

RESPONSIBILITIES IN FEDERAL SCEP

The Federal Agency's Role

1. Designate a staff member to maintain liaison with the qualifying educational institution;
2. Inform school of work experience opportunities and provide adequate job description promptly;
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the SCEP;
4. Orient the student to agency's mission, policies, and procedures;
5. Select appointees referred by schools in accordance with EEO principles;
6. Process all personnel actions and keep necessary records related to student employment;
7. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive. Provide progressive and diversified SCEP experiences to prepare students for occupations in which they have an interest;
8. Conduct appraisals and counsel students regarding their performance, complete necessary forms, and share progress reports with schools;
9. Notify schools of any change in a SCEP student's status.

The School's Role

1. Designate a representative to work with the Federal Agency SCEP Manager;
2. Inform eligible students of Student Career Experience Program opportunities, identifying potential employers;
3. Refer interested and qualified candidates to agencies without discrimination, including veterans discharged under honorable conditions;
4. Correlate work and study in a manner that will expand the student's educational development;
5. Furnish the agency with requested information related to student's field of study and academic standing;
6. Monitor academic progress;
7. Inform the Federal agency of any change in a SCEP student's status, including reports on a student's progress and performance.

The Student's Role

1. To adhere to the agency's work schedule and SCEP policies and procedures;
2. Assume personal and professional responsibilities for actions and activities;
3. Use a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization;
4. To meet academic, performance, and conduct standards set forth by the school and Federal agency;
5. Provide the agency and school SCEP coordinators with periodic progress reports on the quality of work and study assignments;
6. To work effectively with peers and supervisors;
7. To notify the school or Federal agency of changes in your status;
8. If a noncitizen, to meet citizenship requirements prior to eligibility for conversion into the Federal career service.